



United States Department of State

U.S. Embassy Pristina

EXTERNAL VACANCY ANNOUNCEMENT
03/2014

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **USAID DEVELOPMENT ASSISTANCE SPECIALIST DIVERSITY**
OPENING DATE: MARCH 6, 2014
CLOSING DATE: MARCH 20, 2014
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN-10 (19,713.00 €)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Pristina is seeking a qualified individual for the position of:
DEVELOPMENT ASSISTANCE SPECIALIST DIVERSITY in USAID.

MAJOR DUTIES & RESPONSIBILITIES

1- Program Planning and Implementation: 45%

- Serve as USAID/Kosovo's lead advisor overseeing full integration of gender equality and female empowerment, ensuring participation of gender in all program areas;
- *Provide the management team with technical recommendations to integrate USAID vulnerable population policy principles in planning, implementation, monitoring and evaluation of all development activities in compliance with Agency policies;*
- Identify and promote promising interventions that advance women and vulnerable populations' economic and political participation at the local, national and regional levels;
- Identify and promote interventions on working with men and boys to promote gender equality and reduce gender-based violence;
- Provide gender, disability and LGBT sensitivity training; and
- Clarify roles for stakeholders and managing donor coordination around the development of gender, youth, disability, and LGBT policies.

2- Monitoring and Evaluation: 30%

- Contribute to project and Mission reporting;
- Contribute to USAID's leadership by documenting and disseminating best practices and lessons learned in terms of gender integration and female empowerment programming, monitoring and evaluation;
- Conduct and/or participate in forming gender and vulnerable population integration baselines for measuring progress. This may include institutional gender assessments; and
- Work with technical teams and implementing partners to develop gender-sensitive indicators and targets to monitor the effectiveness and impact of project implementation.

3- Communications and Coordination: 25%

- Liaise with specialty groups in USAID, including the Bureau of Policy, Planning and Learning Gender Advisor, USAID's Senior Advisor on Gender Equality and Women's Empowerment, the Gender and Development Office, the Gender Champions Team, the Lesbian, Gay, Bisexual and Transgender Team, and others as needed; liaise with non-USAID entities such as other U.S. government agencies.
 - Maintain close and continuous contacts, provide technical advice, and support efforts aimed at policy dialogue with the relevant Government of Kosovo organizations, Kosovar civil society and business organizations, representatives of international organizations, NGOs, foreign donors, and USAID assistance providers. S/he will frequently represent USAID at meetings.
 - Prepare background documents, briefing papers, talking points, information memos, and other relevant gender-specific documents and respond to gender-related queries.
 - Document and share success stories on evidence-based programs that are reducing gender gaps; and
 - Ensure that all terms of the USAID Mission Order on Gender are enforced and met.
- Travel within and outside of Kosovo will be required.

REQUIRED QUALIFICATIONS

Education: Academic degree in a relevant technical field (including, but not limited to, gender studies, social sciences) is required. Master's Degree is preferred.

Prior Work Experience: Minimum of five years of progressively responsible professional experience, preferably with an international organization or a non-governmental organization. Demonstrated experience leading gender integration at the project and institutional level. Such experience should be of a nature as to equip the incumbent with the ability to understand program design and management requirements and to apply a variety of USAID program and project regulations, guidelines and procedures.

Language proficiency: Fluency in English, Albanian, and Serbian, with strong written and verbal communication skills.

Knowledge: An understanding of the current economic, social and political issues in Kosovo as they relate to gender, youth, disabilities and LGBT; coupled with a demonstrated understanding and articulated position for the importance of integrating gender into development programming. Knowledge of program management.

Professional abilities and skills: Experience and skills in the following would be desirable: a) ability to conceptualize, plan, guide, and implement work; b) ability to work with multiple stakeholders; c) adept at handling politically sensitive issues; d) ability to prioritize work responsibilities and to handle multiple tasks at one; e) demonstrated ability and willingness to work as part of a team; and f) computer skills in word processing and spread-sheets.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

TO APPLY - Interested candidates for this position must submit the following for consideration of the application:

1) Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application; **4)** any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; **5)** Copy of Kosovo ID or copy of Passport.

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

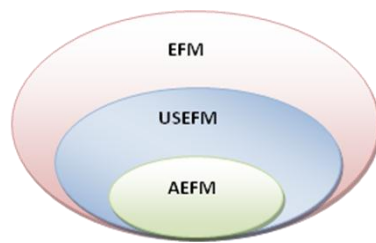
Hand deliver to:
HUMAN RESOURCES OFFICE
U.S. EMBASSY PRISTINA
RR. NAZIM HIKMET NR. 30
10000 PRISTINA, KOSOVO

CLOSING DATE FOR THIS POSITION: MARCH 20, 2014 - BY COB (CLOSE OF BUSINESS)

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).